

HRMS Organizational Management

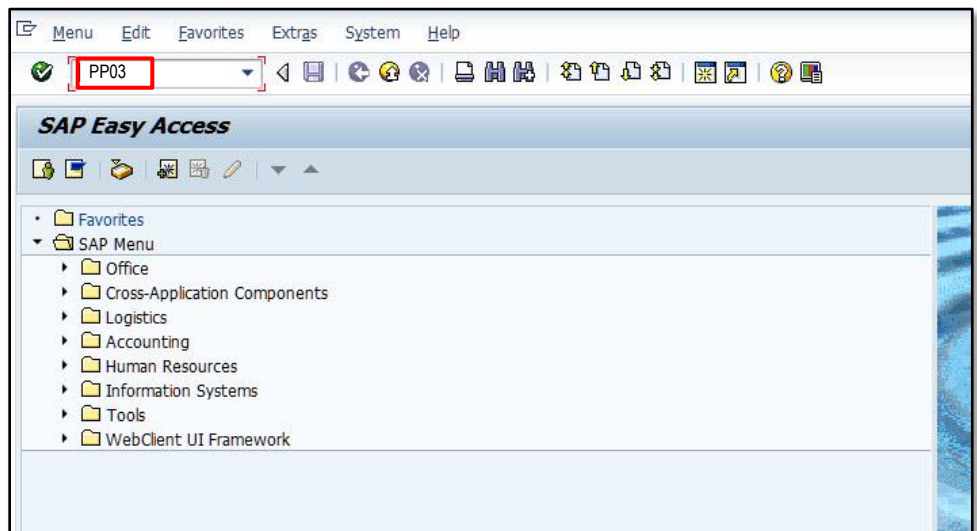
Create Position

The Organizational Management (OM) Processor uses this procedure to create a Position and its attributes using transaction code PP03.

IMPORTANT-PLEASE READ!!


- The Job, Organizational Unit, and Reporting Position (Supervisor) must exist.
- When an employee is hired, the *Unemployment State* (0209) is created by the Payroll Processor during the New Hire Action (**PA40**). This infotype stores the position's county location and should match the *Job Attributes* (1660).

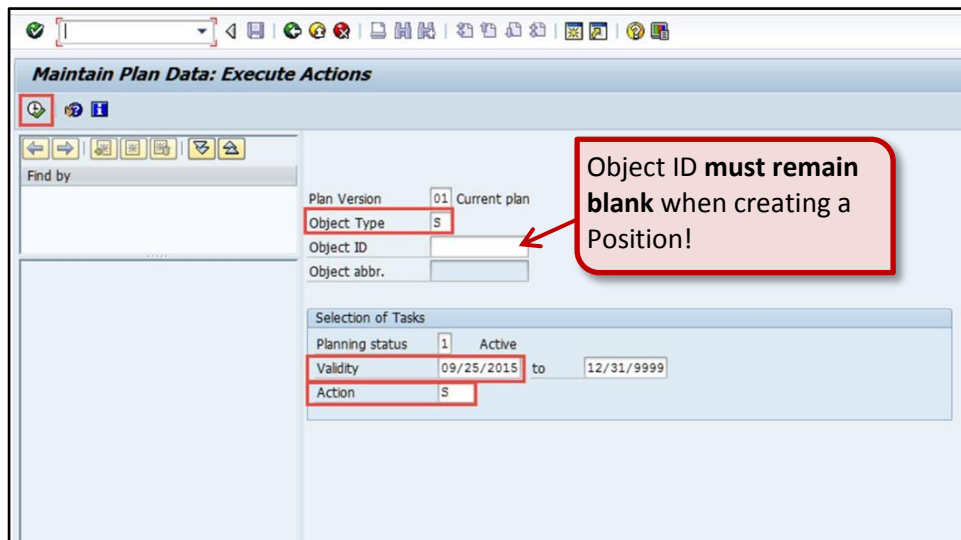
1. Enter transaction code "PP03" in the Command field and press **Enter**,
OR
Follow the menu tree:
Human Resources→
Organizational Management→*Tools*→
Object→*Actions*.





Create Position (cont.)

2. Enter the type of object being created in the **Object Type** field. Select "S" for Position.
3. Enter the start date in the **Validity** field. Make no changes to the end date.
4. Enter the action you would like to perform in the **Action** field. Always enter "S" for Create Position.
5. Click  **Execute**.



Maintain Plan Data: Execute Actions

Find by

Plan Version 01 Current plan

Object Type S

Object ID

Object abbr.



Selection of Tasks

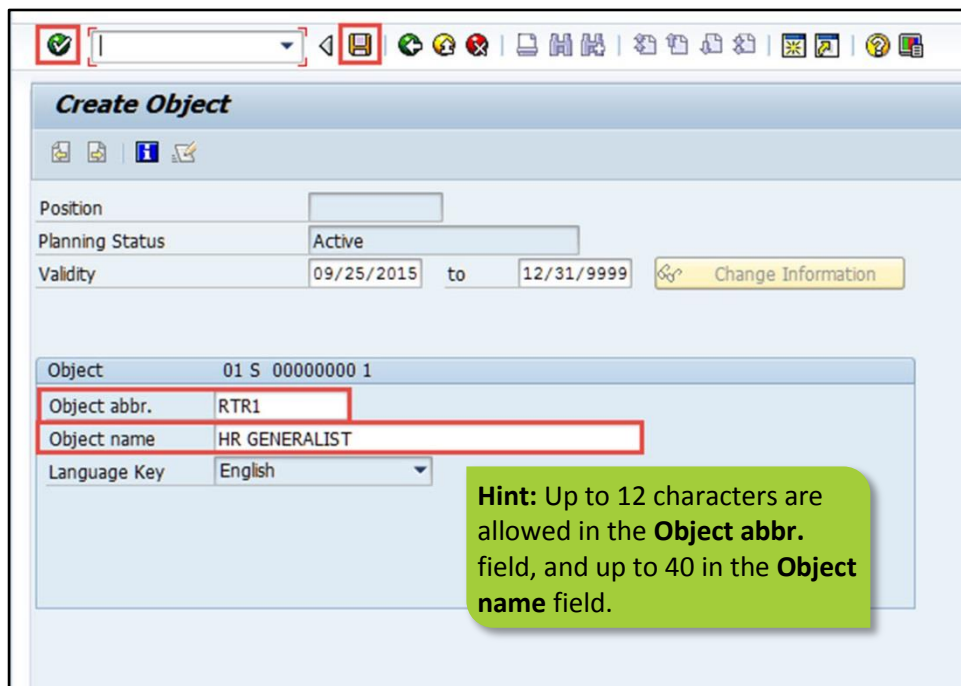
Planning status 1 Active

Validity 09/25/2015 to 12/31/9999

Action S

Object ID must remain blank when creating a Position!

6. Enter the abbreviation of the new Position name in the **Object abbr.** field.
7. Enter the name of the Position in the **Object name** field.
8. Click  **Enter**.
9. Click  **Save**.



Create Object

Position

Planning Status Active

Validity 09/25/2015 to 12/31/9999 [Change Information](#)

Object 01 S 00000000 1

Object abbr. RTR1

Object name HR GENERALIST

Language Key English

Hint: Up to 12 characters are allowed in the **Object abbr.** field, and up to 40 in the **Object name** field.

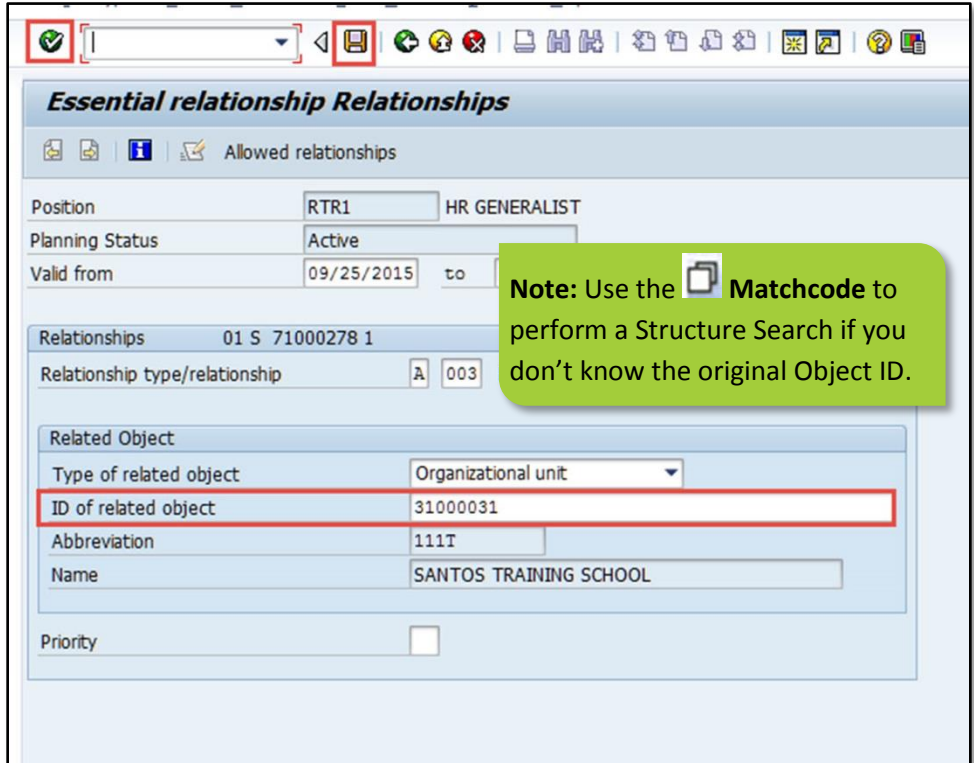
Create Position (cont.)

10. Enter the system number of the Organizational Unit that your new Position will belong to in the **ID of related object** field.

11. Click  **Enter**.

12. Click  **Save**.

Note: This action establishes the Position to Organizational Unit relationship.



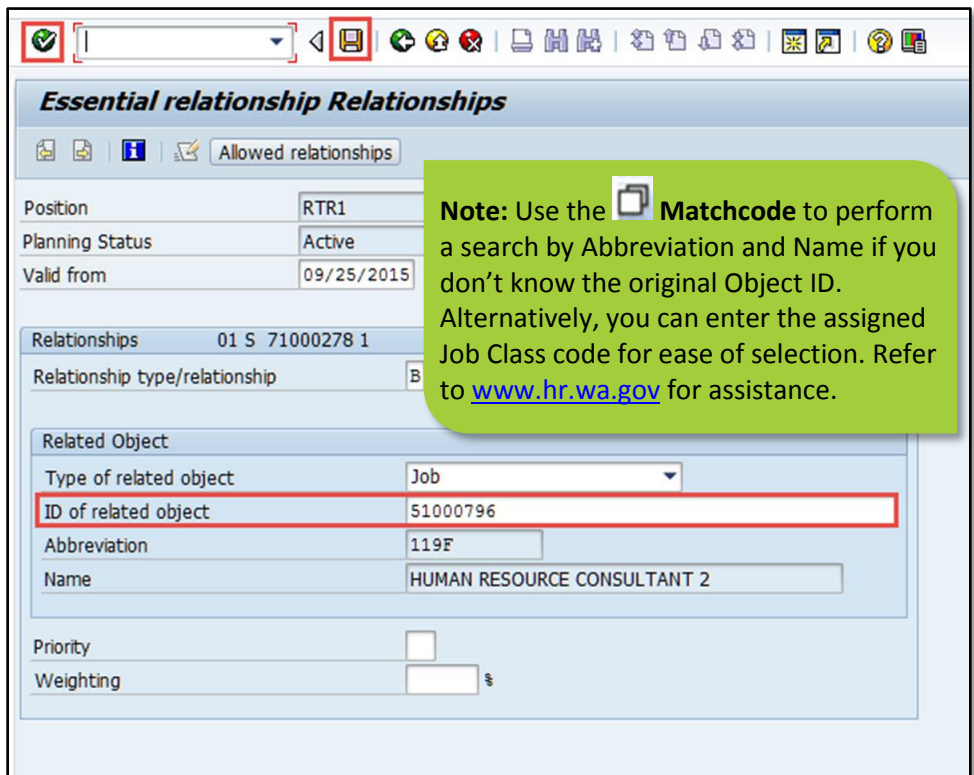
The screenshot shows the 'Essential relationship Relationships' form. The 'Position' field is 'RTR1' and 'HR GENERALIST'. The 'Planning Status' is 'Active'. The 'Valid from' date is '09/25/2015'. The 'Relationships' section shows '01 S 71000278 1'. The 'Relationship type/relationship' is 'A 003'. The 'Related Object' section has 'Type of related object' set to 'Organizational unit'. The 'ID of related object' field is highlighted with a red box and contains the value '31000031'. The 'Abbreviation' is '111T' and the 'Name' is 'SANTOS TRAINING SCHOOL'. A green callout box with a Matchcode icon says: 'Note: Use the Matchcode to perform a Structure Search if you don't know the original Object ID.'

13. Enter the Job Classification number to which your new Position is assigned in the **ID of related Object** field.

14. Click  **Enter**.

15. Click  **Save**.

Note: This action establishes the Position to Job relationship.



The screenshot shows the 'Essential relationship Relationships' form. The 'Position' field is 'RTR1'. The 'Planning Status' is 'Active'. The 'Valid from' date is '09/25/2015'. The 'Relationships' section shows '01 S 71000278 1'. The 'Relationship type/relationship' is 'B'. The 'Related Object' section has 'Type of related object' set to 'Job'. The 'ID of related object' field is highlighted with a red box and contains the value '51000796'. The 'Abbreviation' is '119F' and the 'Name' is 'HUMAN RESOURCE CONSULTANT 2'. A green callout box with a Matchcode icon says: 'Note: Use the Matchcode to perform a search by Abbreviation and Name if you don't know the original Object ID. Alternatively, you can enter the assigned Job Class code for ease of selection. Refer to www.hr.wa.gov for assistance.'



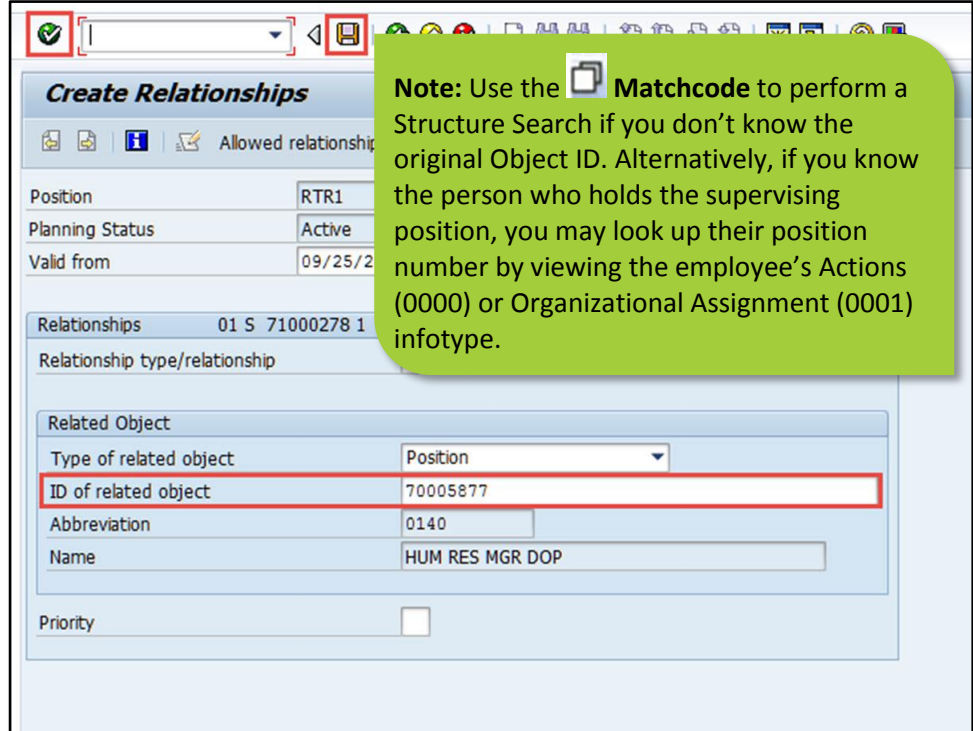
Create Position (cont.)

16. Enter the system number of the Position to which the new Position reports in the **ID of related object** field. This would be the supervisor of the new position.

17. Click  **Enter**.

18. Click  **Save**.

Note: This action establishes the Position to *supervising* Position relationship.




Create Relationships

Position: RTR1
Planning Status: Active
Valid from: 09/25/2015

Relationships: 01 S 71000278 1

Relationship type/relationship	
Type of related object	Position
ID of related object	70005877
Abbreviation	0140
Name	HUM RES MGR DOP
Priority	<input type="checkbox"/>

Note: Use the  **Matchcode** to perform a Structure Search if you don't know the original Object ID. Alternatively, if you know the person who holds the supervising position, you may look up their position number by viewing the employee's Actions (0000) or Organizational Assignment (0001) infotype.

Create Position (cont.)

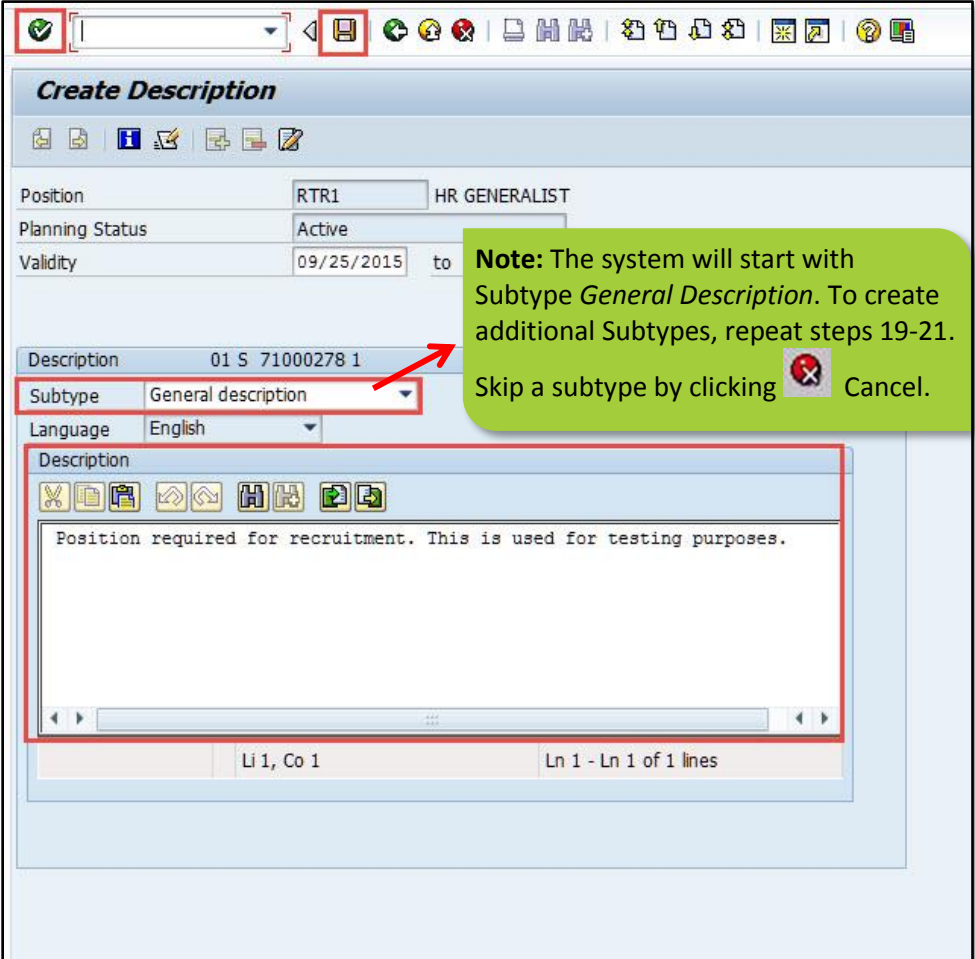
IF	THEN
Your agency requires including a Description...	Continue through the steps.
Your agency does NOT require a Description...	Move to step 23.

19. Choose an applicable Subtype from the **Subtype** drop-down list.

20. Enter specific attributes of the position in the **Description** field.

21. Click  **Enter**.

22. Click  **Save**.



Create Description

Position: RTR1 HR GENERALIST

Planning Status: Active

Validity: 09/25/2015 to


Description: 01 S 71000278 1

Subtype: General description

Language: English

Description: Position required for recruitment. This is used for testing purposes.

Li 1, Co 1 Ln 1 - Ln 1 of 1 lines

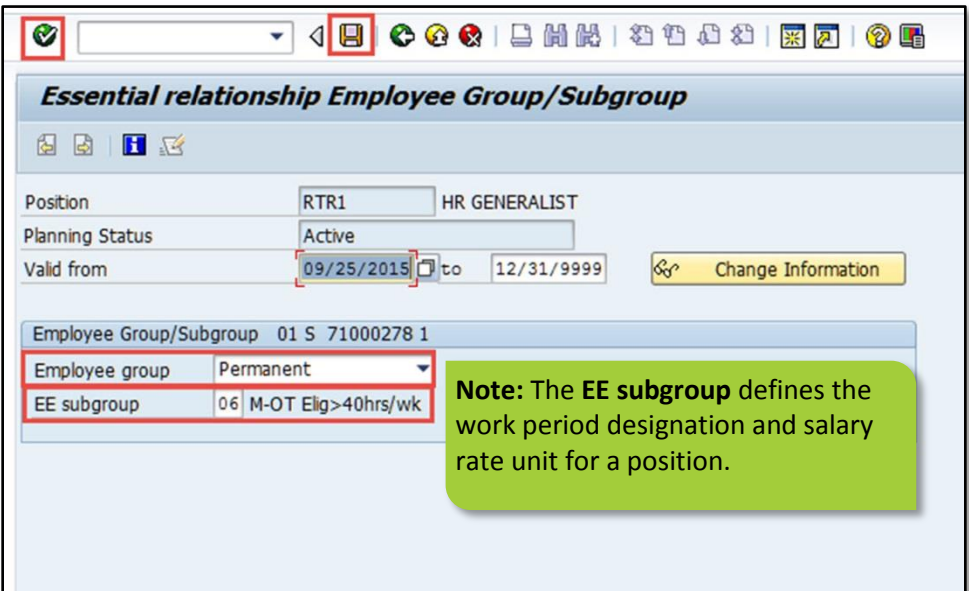
Note: The system will start with Subtype *General Description*. To create additional Subtypes, repeat steps 19-21. Skip a subtype by clicking  **Cancel**.

23. Choose the status of the position from the **Employee group** drop-down list.

24. Use the matchcode to select the correct **EE subgroup**.

25. Click  **Enter**.

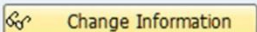
26. Click  **Save**.



Essential relationship Employee Group/Subgroup

Position: RTR1 HR GENERALIST

Planning Status: Active

Valid from: 09/25/2015 to 12/31/9999 

Employee Group/Subgroup: 01 S 71000278 1


Employee group: Permanent

EE subgroup: 06 M-OT Elg>40hrs/wk

Note: The **EE subgroup** defines the work period designation and salary rate unit for a position.



Create Position (cont.)

27. Complete the following fields, using the  matchcode, if necessary:

Business Area
Personnel Area
Pers. Subarea

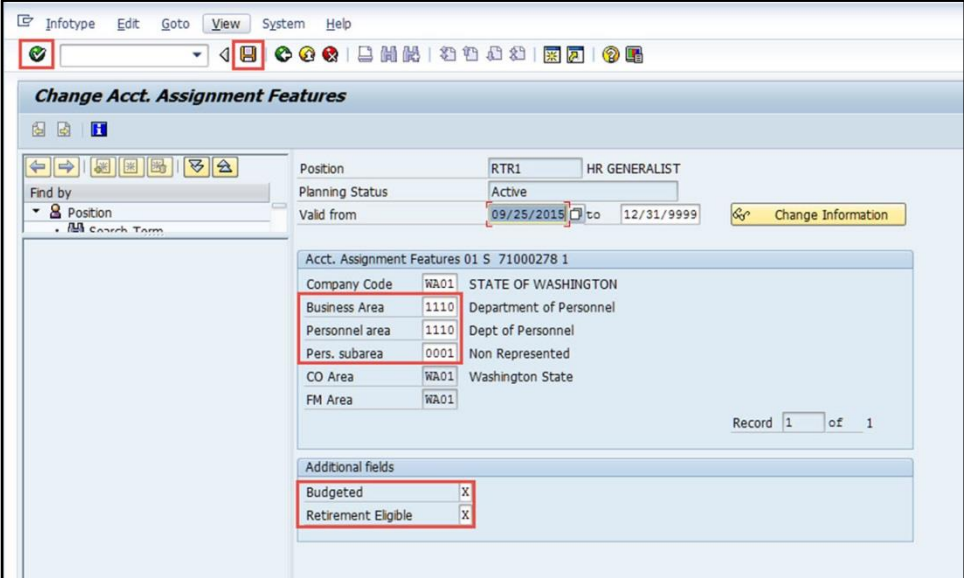
See the box for field definitions.

28. If the position is funded, enter **X** in the **Budgeted** field. If not, leave blank.

29. If the position is retirement eligible, enter **X** in the **Retirement Eligible** field. If not, leave blank.

30. Click  **Enter**.

31. Click  **Save**.



Change Acct. Assignment Features

Position: RTR1 HR GENERALIST
Planning Status: Active
Valid from: 09/25/2015 to 12/31/9999
Change Information

Acct. Assignment Features 01 S 71000278 1

Company Code	WA01	STATE OF WASHINGTON
Business Area	1110	Department of Personnel
Personnel area	1110	Dept of Personnel
Pers. subarea	0001	Non Represented
CO Area	WA01	Washington State
FM Area	WA01	

Record 1 of 1

Additional fields


Budgeted	X
Retirement Eligible	X

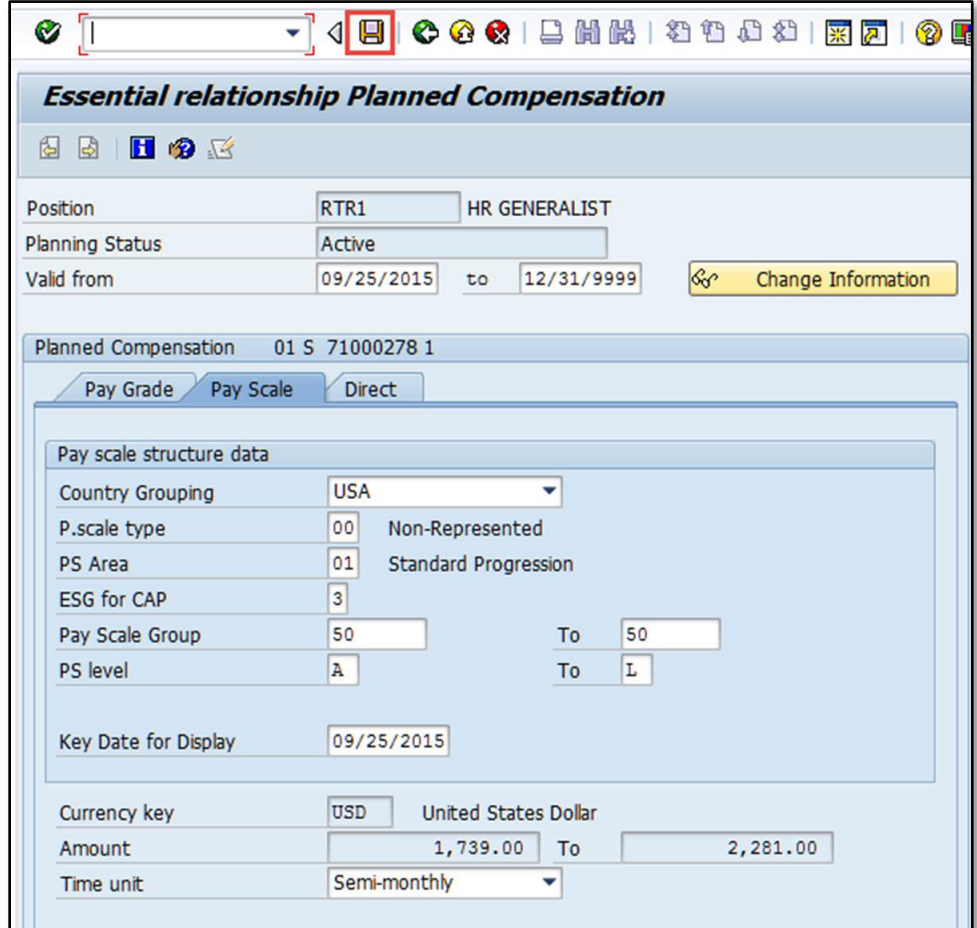
Business Area is a specific agency that is associated with each Employer Identification Number (EIN).

Personnel area is a specific agency or sub-agency in the State of Washington.

Personnel subarea is a subdivision of the Personnel area that identifies Bargaining Units, WMS, Exempt, and Non Represented positions.

Create Position (cont.)

32. Compensation information will default. Verify the values and click  **Save.**



Essential relationship Planned Compensation

Position: RTR1 HR GENERALIST
Planning Status: Active
Valid from: 09/25/2015 to 12/31/9999 [Change Information](#)

Planned Compensation 01 S 71000278 1

Pay Grade Pay Scale Direct

Pay scale structure data

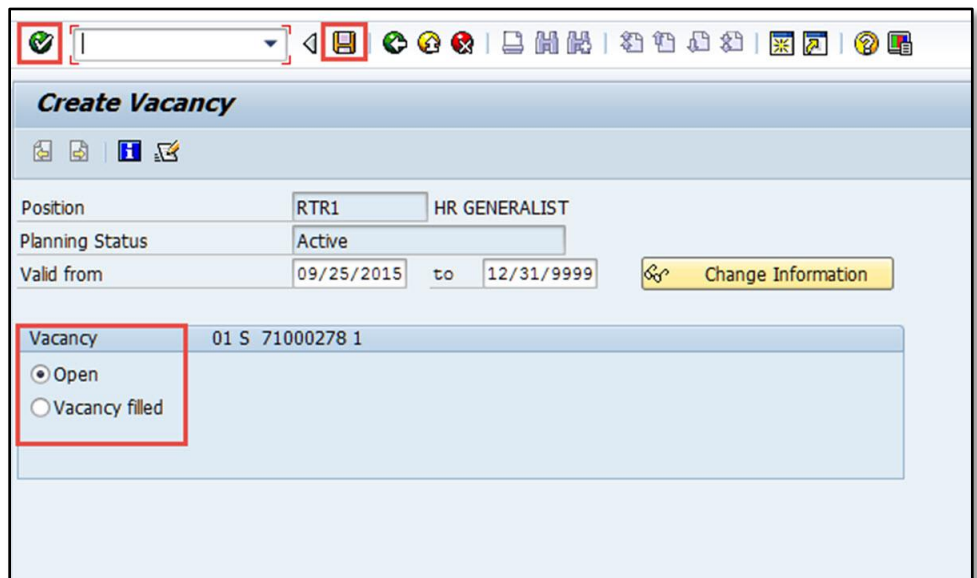
Country Grouping: USA
P.scale type: 00 Non-Represented
PS Area: 01 Standard Progression
ESG for CAP: 3
Pay Scale Group: 50 To 50
PS level: A To L
Key Date for Display: 09/25/2015

Currency key: USD United States Dollar
Amount: 1,739.00 To 2,281.00
Time unit: Semi-monthly

33. In the *Vacancy* area, if the position has been vacated, click the **Open** button,
OR
If the position is filled, click the **Vacancy filled** button.

34. Click  **Enter.**

35. Click  **Save.**



Create Vacancy

Position: RTR1 HR GENERALIST
Planning Status: Active
Valid from: 09/25/2015 to 12/31/9999 [Change Information](#)

Vacancy 01 S 71000278 1

☒ Open
☐ Vacancy filled

Create Position (cont.)

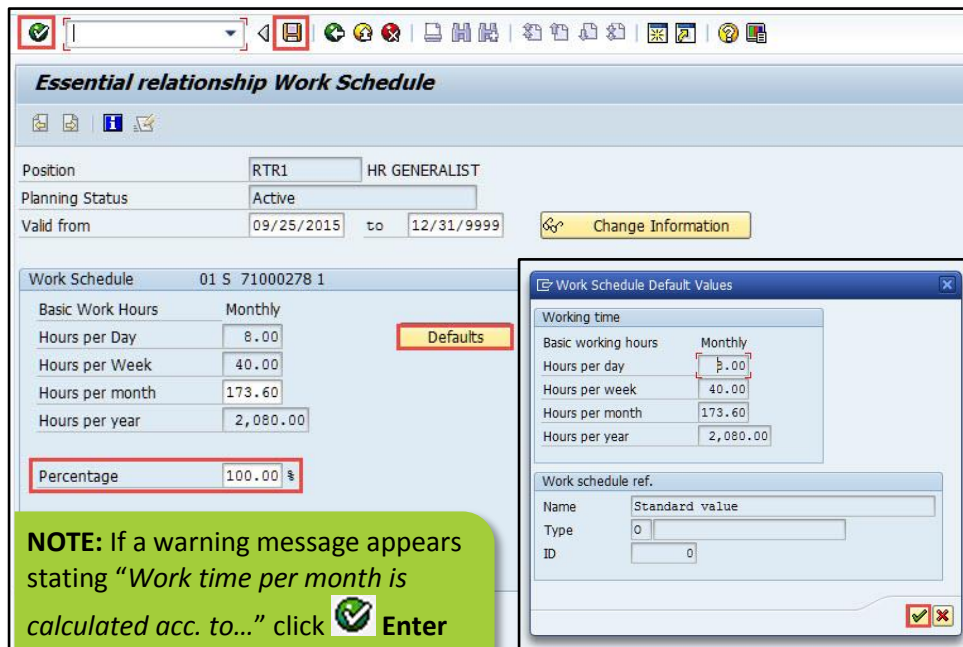
36. If the position percentage is 100%, you may click **Defaults** to bring up the *Work Schedule Default Values* window, then click **Transfer** to populate the *Work Schedule* fields,

OR

If the position percentage is less than 100%, enter it in the **Percentage** field. This calculates the *Work Schedule*.

37. Click  **Enter**.

38. Click  **Save**.




Essential relationship Work Schedule

Position: RTR1 HR GENERALIST
Planning Status: Active
Valid from: 09/25/2015 to 12/31/9999 [Change Information](#)

Work Schedule: 01 S 71000278 1

Basic Work Hours	Monthly
Hours per Day	8.00
Hours per Week	40.00
Hours per month	173.60
Hours per year	2,080.00

Percentage: 100.00%

NOTE: If a warning message appears stating "Work time per month is calculated acc. to..." click  **Enter** until prompted to Save.

Work Schedule Default Values

Working time

Basic working hours	Monthly
Hours per day	8.00
Hours per week	40.00
Hours per month	173.60
Hours per year	2,080.00

Work schedule ref.

Name: Standard value
Type: 0
ID: 0

Create Position (cont.)

39. Enter **WA01** in the **COAr** (Controlling/ Business Area) field.

40. Use the table to the right for information on how to complete the required **Cost Distribution** fields:

Cost Ctr
Fund
Functional Area
Cost Object
AFRS Project
AFRS Allocation

Repeat for each additional Cost Distribution (up to 12 total).

41. Click  Enter.

42. Click  Save.

HRMS Field Name	Code Calculation	Legend
Cost Center	AFRS Agency + AFRS Org Index + 000	AAAXXX000
Fund	AFRS Agency + AFRS Fund + AFRS Appn Index + 0	AAAXXXXXX0
Functional Area	AFRS Agency + AFRS Program Index + 00000000	AAAXXXXXX00000000
Cost Object	AFRS Agency + AFRS Master Index + 0	AAAXXXXXXXX0
AFRS Allocation	AFRS Agency + AFRS Allocation	AAAXXX
AFRS Project	AFRS Agency + AFRS Project + AFRS Sub Project + AFRS Project Phase	AAAXXXXXXXX

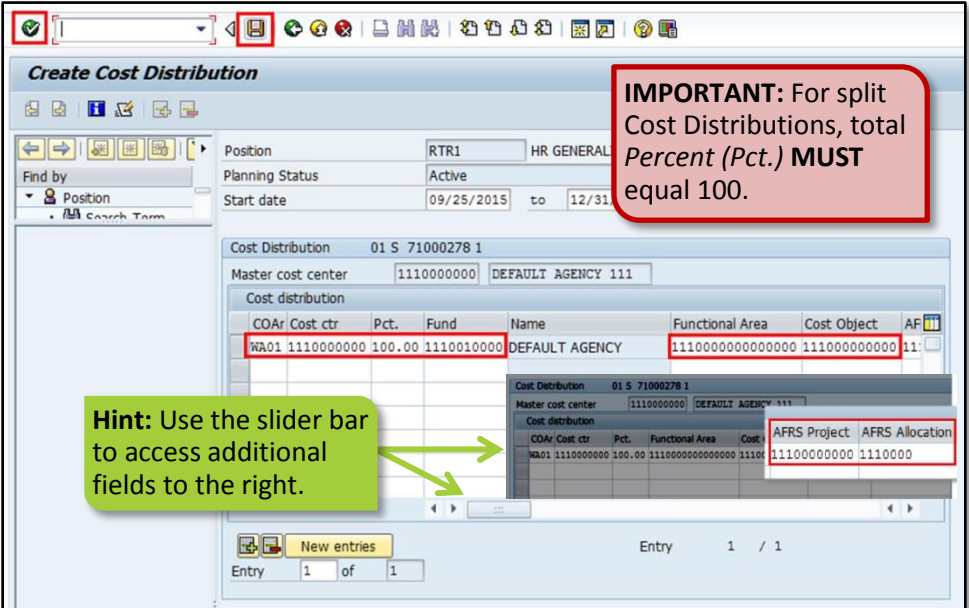
LEGEND:

'AAA' – Business Area (AFRS Agency Code)

'X' – The AFRS accounting object embedded within the field

'0' – Filler characters, usually 0

The Master Index** is an eight character AFRS account input field that agencies routinely use as an input coding reduction technique, instead of providing the full account code combination for each transaction.



IMPORTANT: For split Cost Distributions, total Percent (Pct.) **MUST** equal 100.

Hint: Use the slider bar to access additional fields to the right.



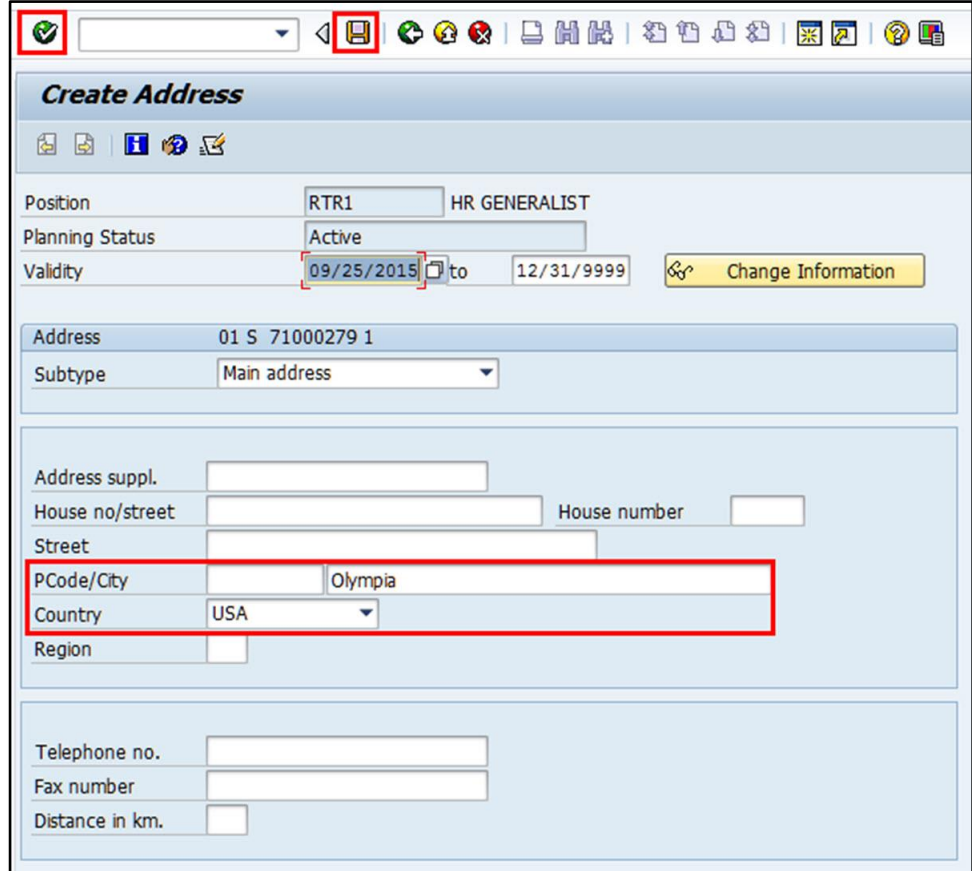
Create Position (cont.)

43. Enter the **City** where the position is located.

44. Enter the **Country** where the position is located.

45. Click  **Enter**.

46. Click  **Save**.



Create Address

Position: RTR1 HR GENERALIST

Planning Status: Active

Validity: 09/25/2015 to 12/31/9999 [Change Information](#)

Address: 01 S 71000279 1

Subtype: Main address

Address suppl.:

House no/street: House number:

Street:

PCode/City: Olympia

Country: USA

Region:

Telephone no.:

Fax number:

Distance in km.:

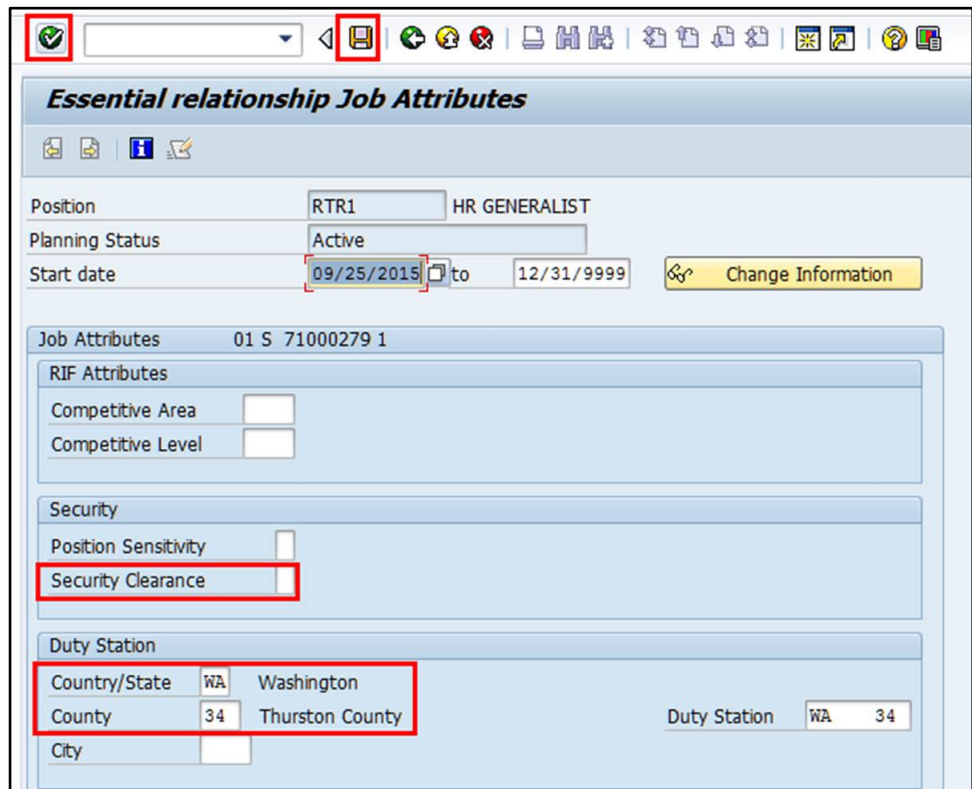
47. If the position requires a background check, enter **1** in the **Security Clearance** field. If not, leave blank.

48. Enter **WA** in the **State** field.

49. Enter the **County** code where the position is located. If you don't know it, use the matchcode.

50. Click  **Enter**.

51. Click  **Save**.



Essential relationship Job Attributes

Position: RTR1 HR GENERALIST

Planning Status: Active

Start date: 09/25/2015 to 12/31/9999 [Change Information](#)

Job Attributes: 01 S 71000279 1

RIF Attributes

Competitive Area:

Competitive Level:

Security

Position Sensitivity:

Security Clearance:

Duty Station

Country/State: WA Washington

County: 34 Thurston County

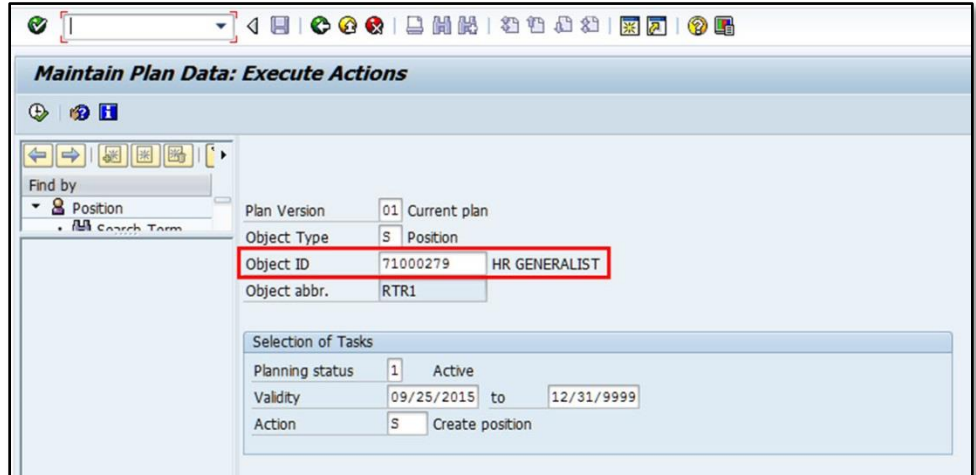
City:

Duty Station: WA 34

Create Position (cont.)

52. The Position's **Object ID** number is generated for the new Position. Record this number for future reference.

This completes the transaction to Create a Position.



Maintain Plan Data: Execute Actions

Find by
 Position
 Search Term

Plan Version 01 Current plan
 Object Type S Position
 Object ID 71000279 HR GENERALIST
 Object abbr. RTR1

Selection of Tasks

Planning status 1 Active
 Validity 09/25/2015 to 12/31/9999
 Action S Create position